

# PURCHASING CARD MISSING RECEIPT FORM

This form is to be used as documentation only if the actual receipt, invoice, packing list, or internet order screen print is unavailable for a transaction made on the Purchasing Card. It will be allowed only as a rare circumstance. **It must be filled out COMPLETELY, signed by a supervisor, AND be accompanied by an approved exception letter from the cardholder's executive director to the Director of the Division of Finance.**

## \*Cardholder Information

Cardholder Name: \_\_\_\_\_ Last 4 of Account No. \_\_\_\_\_

Work Phone: \_\_\_\_\_ Department: \_\_\_\_\_

## \* Why is the original receipt, packing list, invoice, or other appropriate substitute missing?

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## \*Supplier Information

Supplier Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

City and State: \_\_\_\_\_

Date of Purchase: \_\_\_\_\_

Order placed with (name of supplier's representative): \_\_\_\_\_

*Item Description	Quantity	Unit Price	Amount
* Order Total			\$

\*Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\* = Required Information**

**NOTE:** Repeated loss of receipts may be grounds for discontinuing a Cardholder's use of the P-card or other disciplinary action.